



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	<b>ALL PERSONS INTERESTED</b>
2	<b>Job Classification</b>	<b>SENIOR TRAINER</b>
3	<b>Posting Number</b>	<b>PN# 113165</b>
4	<b>Department</b>	<b>Human Resources</b>
5	<b>Division</b>	<b>Training</b>
6	<b>Reporting Location</b>	<b>E.B. Cape Center</b>
7	<b>Workdays &amp; Hours</b>	<b>M-F, 8:00a.m. - 5:00p.m.</b>
8		
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> Conducts general or specialized training sessions as assigned. May train other instructors in techniques for training in both general and specialized areas. Develops training manuals, testing and evaluation procedures, multimedia visual aids and instructional materials to support assigned courses using Instructional System Design standards. Evaluates internal and external courses and makes recommendations to management. Acts as lead for a group of trainers and assists in the orientation for new trainers. Develops instructional outlines in accordance with department procedures. Confers with management to identify areas requiring preventive, remedial, or new training needs for city employees. Performs other Training duties as requested. (Located at the City's Corporate University).	
10	<b><u>WORKING CONDITIONS</u></b> The position physically comfortable, the individual has discretion about walking, standing. Etc.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Requires a Bachelor's degree in Psychology, Education, Personnel Management or a related field.	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Three years of professional personnel experience involving training in a formal classroom setting and/or the development of curriculum and lesson plans for adult learners are required. Pertinent training experience on a professional level may be substituted for the above educational requirement on a year-for-year basis.	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).	
14	<b><u>PREFERENCES</u></b> Preference will be given to candidates with experience in Adult training, Instructional Design and development. Applicants must possess excellent writing, oral communication and presentation skills. Experience in reviewing and interpreting policies and procedures. Proficient in Microsoft applications, preferably Word and PowerPoint.	
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> None However the Department may administer a skill assessment evaluation.	
16	<b><u>SAFETY IMPACT POSITION</u></b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div><b>Salary Range – Pay Grade 21</b> \$1,211 - \$2,257 Biweekly                      \$31,486 - \$58,682 Annually</div>	
18	<b><u>OPENING DATE</u></b>	<b>September 6, 2006</b>
19	<b><u>CLOSING DATE</u></b>	<b>Open Until Filled</b>
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 <sup>st</sup> floor. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Devise for the Deaf) is (713) 837-9496.</b>	

An equal opportunity employer